



CITY OF OREGON CITY PARKS AND RECREATION ADVISORY COMMITTEE AGENDA

**Commission Chambers, 625 Center Street, Oregon City
Thursday, October 28, 2021 at 7:00 PM**

This is a virtual only meeting, if you would like to participate, please contact Kendall Reid at kendallreid@orcity.org.

CALL TO ORDER

INTRODUCTIONS

APPROVAL OF MINUTES

1. Minutes of the September 23, 2021 PRAC Meeting

PUBLIC COMMENT

This section on the agenda is for citizens to present information relevant to the City but not listed as an item on this agenda. This is a virtual only meeting, if you would like to participate, please contact Kendall Reid at kendallreid@orcity.org. The citizen has up to 5 minutes for comments. Prior to speaking, citizens shall complete a comment form and deliver it to the Staff Member. When the Chair calls your name, proceed to the speaker table, and state your name and city of residence into the microphone. The Parks & Recreation Advisory Committee Members do not generally engage in dialog with those making comments but may refer the issue to the Staff Member. Complaints shall first be addressed at the department level prior to addressing the Committee.

PRESENTATIONS

GENERAL BUSINESS

2. Fir Street Facility Update
3. Filbert Run Park Naming Committee Update
4. Vote to Remove Filbert Run Park Naming Process From PRAC Goals
5. PRAC Committee Member Selection Process Change
6. Introduction of New Administrative Assistant for Parks & Recreation Department
7. Next PRAC Meeting in December

STAFF REPORTS

MEMBER REPORTS

FUTURE AGENDA ITEMS

Parks and Recreation Funding

Clackamette Park Master Plan

WES Good Neighbor Funds

Joint Operations Center

Willamette Falls Legacy Project

Property Acquisition

The Cove

NEXT SCHEDULED MEETING - December 2, 2021

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the City Recorder. When the Mayor/Chair calls your name, proceed to the speaker table, and state your name and city of residence into the microphone. Each speaker is given three (3) minutes to speak. To assist in tracking your speaking time, refer to the timer on the table.

As a general practice, the City Commission does not engage in discussion with those making comments.

Electronic presentations are permitted but shall be delivered to the City Recorder 48 hours in advance of the meeting.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

Video Streaming & Broadcasts: The meeting is streamed live on the Oregon City's website at www.orcity.org and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.

City of Oregon City
Parks and Recreation Advisory Committee
Meeting Minutes

Virtual Meeting Thursday, September 23, 2021 at 7:00 PM

CALL TO ORDER

Meeting called to order around 7:00 pm

INTRODUCTIONS

Members: *Andy Crump; Derick Cogle; Brent Haverkamp; Tim Wuest; Karin Morey; Shawn Dachtler; Troy Bolinger*

Staff: *Kendall Reid, Parks and Recreation Director; Denise, Conrad, Assistant Parks and Recreation Director; Kathy Wiseman, Senior Center Supervisor*

Troy Bolinger asked Shawn Dachtler to share an announcement with the group. Mr. Dachtler stated that he had emailed the Mayor and decided that when his term expires at the end of the year, it will be the completion of his time on PRAC. Mr. Bolinger expressed his appreciation for what Mr. Dachtler had done and for timing his resignation to allow them to fill all open vacancies at once. Mr. Dachtler added that it was time to move on as many of the goals he had when joining the board had been completed.

APPROVAL OF MINUTES

1. Minutes of the July 22, 2021 PRAC Meeting

Mr. Bolinger noted that PRAC didn't meet in August, then called for discussion or questions on the July 22, 2021 PRAC Meeting minutes. Karin Morey moved to approve the minutes as transcribed but asked to make a comment after the vote. Tim Wuest seconded the motion. Mr. Bolinger called for discussion and upon hearing none, called for the vote.

All Approved: Tim Wuest; Karin Morey; Troy Bolinger; Derick Cogle; Andy Crump; Shawn Dachtler; Brent Haverkamp

All Opposed: none

Ms. Morey wanted it noted that in the minutes as transcribed, item #6 included a declaration that meetings would be in person at City Hall but given changes in City policies and Commission Meetings that did not come to be. She wanted it clarified and on the record that future meetings would be held as approved by the City Management and the City Commission.

PUBLIC COMMENT

There were no public comments.

PRESENTATIONS

There were no presentations on the agenda.

GENERAL BUSINESS

2. PRAC & City Commission Goals Review

Mr. Bolinger referred to the PRAC Goals that all members have, noting that one of the goals was to review their goals every two months along with the goals of the City Commission and other committees. He called for questions, comments, or discussion regarding the alignment of PRAC Goals with the City Commission and others. There were no comments.

3. Filbert Run Park Naming Committee Update

Mr. Bolinger asked Mr. Haverkamp, Chair of the Filbert Run Naming Committee, to provide members with an update. Mr. Haverkamp noted that the committee had met three times and had decided on their public engagement process, focusing on gathering suggestions through a survey. He discussed the different ways the information about the survey would reach community members, including the City website, newsletters, flyers to the CIC and Neighborhood Associations Chairs and a direct mailer postcard sent to neighbors of the Park. Mr. Haverkamp listed the schedule of upcoming milestone dates with the final name suggestion being chosen on October 31, and then presented to the City Commission on December 1, which is already on their agenda. Mr. Bolinger stated that they were looking forward to an update next month.

4. Volunteer Coordinator Discussion

Mr. Bolinger asked Mr. Haverkamp to provide an overview of his request for a discussion on a volunteer coordinator. Mr. Haverkamp reviewed conversations he has had with Kathy Wiseman, Pioneer Center Supervisor, about their many programs and efforts to meet the needs of the public. He stated that they need help and he felt providing them with a volunteer coordinator would help serve the community. Mr. Haverkamp explained his idea of possibly having this be a Clackamas Community College internship or even a paid position that would help coordinate the Pioneer Center programs and needs. Kendall Reid, Parks and Recreation Director, stated that he and his Staff has had conversations about the needs for the Parks and Recreation Department, and right away identified the need for a volunteer coordinator for the Pioneer Center and the Parks Department. He stated that they see it as an opportunity to collaborate with the community and maximize resources. Mr. Reid announced that he was hiring an Administrative Assistant whose role would include centralizing volunteer opportunities, both recruiting new and managing existing relationships. Mr. Haverkamp restated Pioneer Center's need for as much help as they can get and that he thought what Mr. Reid was doing was a great start and hoped they could build from there. Mr. Reid added that there is a need to manage volunteer opportunities throughout the City, but their focus now is on the Parks Department, adding that they will develop a system within the Department and can then expand the position in the future. Ms. Wiseman was given an opportunity to provide a comment, but she was experiencing issues with the Zoom connection.

5. Veterans Memorial Plaza Renovation Update

Denise Conrad, Assistant Parks & Recreation Director shared a presentation showing the plan and the progress on the Veterans Memorial Plaza renovation. She gave kudos and credit to Ginny King, Parks Administrative Assistant, who is the Project Manager on this and who spearheaded the concept for renovating the Plaza to show and showcase the War Memorial. Ms. Conrad noted that funding through grants, donations and maintenance funds started the design process, which took care to plan around the existing giant Sequoia Trees and incorporated input from Staff, Friends of the Mt. View Cemetery, and the Parents of Murdered Children group. She discussed and showed photos of the work completed on the first phase and what is to come in the next two phases, detailing additional grant opportunities available. Ms. Morey added a thank you to the Friends of the Mt. View Cemetery and VFW Post 1324 and noted that there is a need for local business and veterans to donate to the project. Ms. Conrad noted that Ms. Morey and the Friends of the Mt. View Cemetery were integral in the process and announced that the VFW had donated \$12,000 to the project, for which they are appreciated and will be recognized by the City Commission. Mr. Reid commented that the progress can be tracked on the Parks project page on the City website, which also has a button for community donations and they will soon post a story highlighting the VFW donation to inspire and motivate other donations.

STAFF REPORTS

Mr. Bolinger noted a subtle change in the agenda format to move Staff Reports ahead of Member Reports in an effort to answer any questions that members may have that would be covered in Staff Reports.

Mr. Reid reported that there are two current vacancies on PRAC, plus the teen position, but there will soon be four with Mr. Dachtler's resignation and Mr. Cogle's term expiring. He discussed putting a pause on the interview process while they wait on direction from the Mayor on how the process will change. He noted that there will be an update in the next couple of weeks and they will then schedule interviews. Mr. Reid added that the four applicants have been contacted to make them aware of the delay. Mr. Reid also discussed the hiring of an Administrative Assistant in October and mentioned that they will be introduced at the October PRAC meeting and will help facilitate volunteer coordination and get it moving forward. Mr. Reid provided an update on the progress of Filbert Run Park, stating that it is going extremely well and that members can see pictures and view drone footage on the project page website. He reported that the shelter was up and the concrete and walking path work is nearing completion. He noted a delay on the playground equipment and the light poles, but that everything else was moving smoothly.

Mr. Reid provided a report from on behalf of Rochelle Anderholm-Parsch, Aquatic and Recreation Manager. He stated that the pool had been closed for

repairs and a painting project and since reopening on September 13, things have been going well.

Ms. Conrad reported that DC Latourette can be added to the fully completed project list now that the fence finishes are complete. She provided the status of many upcoming and current deferred maintenance projects including two HVACs for the Pioneer Center, Cemetery mausoleum roofing, City Hall elevator door operator and carpeting, Library flooring replacement and some paving, slurry sealing and stripping projects that will be coordinated with Public Works.

Ms. Conrad provided a report from Ms. Wiseman whose Zoom connection had frozen. She stated that the Pioneer Center had hired a bus driver and they are just starting trips; they are looking for arts & crafts and cooking instructors; they will need Meals on Wheels volunteers as well as helpers for activities and garden upkeep. Ms. Conrad reported that the annual appeal letter would be going out in October and they will partner with the Parks Department to highlight donations for the volunteers and for the War Memorial.

Mr. Reid reported that they presented to the City Commission a communication plan for fees and fee readjustments as part of the cost recovery process. He noted that the Commission agreed with the policy but requested some updates to the special events permit process and fees. Mr. Reid stated that they will go back to the Commission with that information and a Master Fee Schedule in October for policy approval. He reported that the Assessment and Capital Improvement Plan was presented to the City Commission and will now start the RFP process to hire a consultant to help with finding funding options and public engagement.

MEMBER REPORTS

Mr. Bolinger asked Mr. Dachtler to take over the meeting. Mr. Dachtler called for Member Reports.

<i>Mr. Wuest:</i>	<i>Gave a thank you to Jonathan Waverly, Parks and Cemetery Maintenance, and his crew for paving the sidewalk along the cement bump outs by the pickleball courts, helping keep their courts clean.</i>
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No other members provided reports.

FUTURE AGENDA ITEMS

Mr. Wuest asked for updates on three items; plans and budget for new parks, negotiations on the Oregon City Marina, and repairs to wire railing along the boardwalk.

Mr. Dachtler asked for an update on SDCs, specifically how much money is available and land acquisition opportunities. He also provided clarification on Mr.

Wuest's wire railing comment, stating that the section overlooking the Marina (the Promenade) was Public Works property, not Parks.

Mr. Cogle added that the Thimble Creek project was moving along and should be kept in mind. He also reported that Tyrone S. Woods Park is a huge hit.

Mr. Haverkamp suggested looking at where the City needs parks the most.

Mr. Reid replied that the updated Parks Master Plan will provide direction. He added that a function of the Master Plan would include equity mapping and community engagement on needs and desired amenities. In response to the discussion on additional park land and development, Mr. Reid noted that they are beginning the RFP process for master planning Clackamette Park development. He explained that they have added parks, but not staff or money. He concluded by stating that they need to shore up the budget, work on deferred maintenance and adding staffing to make sure they can maintain the parks they have and while Mr. Waverly and Staff do a very good job with limited resources, in the long term they need a better plan.

Ms. Morey added a request for updates on the use of the Jon Storm Park dock and the contract with Sportcraft.

Tyrone S. Woods Memorial Park - 12/5/2019

Cost Recovery Training - 2/25/2021

Regional Comparison of Parks – 10/22/2020

Parks and Recreation Funding

Clackamette Park Master Plan

Buena Vista House - 1/23/2020

WES Good Neighbor Funds

Joint Operations Center

Willamette Falls Legacy Project

Property Acquisition

Review Goals - 2/25/2021

The Cove

Heritage Tree Stand Nominations – 1/28/2021

Newell Creek Canyon Project – 2/25/2021

Homeless Outreach Efforts by Oregon City Police Department – 2/25/2021

Filbert Run Master Plan – 12/03/2020

McLoughlin Canemah Trail Grant Application – 1/28/2021

NEXT SCHEDULED MEETING – October 28, 2021 at 7:00pm

ADJOURNMENT

Meeting adjourned around 8:00 pm by Vice-Chair Shawn Dachtler



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: Oregon City Parks and Recreation Committee **Agenda Date:** Oct. 28, 2021
From: Brent Haverkamp, Filbert Run Naming Committee Lead

SUBJECT:

Recommend to Commission to name a newly developed neighborhood park, located on the south side of Hazelnut Ave. between Vincent Dr. and Hazel Grove Dr. "Hazel Grove Park"

STAFF RECOMMENDATION:

PRAC to recommend to Commission to officially name a newly developed neighborhood park "Hazel Grove Park"

EXECUTIVE SUMMARY:

The Parks and Recreation Advisory Committee (PRAC) advised the Parks and Recreation Department to move forward with renaming the newly developed neighborhood park Filbert Run Park. Therefore, the Filbert Run Park Naming Committee was formed based on the parameters listed in the Oregon City Parks and Recreation Park Naming Policy.

The Park has been informally referenced as Filbert Run Park. Filbert Run was the name used as the title for the master planning process, solicitation during the request for proposals for the construction phase, and the deed refers to the property as "Filbert Run". Therefore, the park was informally named Filbert Run Park.

BACKGROUND:

The Park naming committee consists of 2 members from the Citizen Involvement Committee, 2 members from PRAC, the Parks and Recreation Director, and representatives from the neighborhood association in that area. Because the Hazel Grove/Westling Farm Neighborhood Association does not have an active neighborhood association the committee solicited input and participation from 4 residents who live adjacent to the park.

The committee has met 4 times. During these meetings the group decided on the public engagement process and the mechanism in which participants can submit naming suggestions. Promotion materials were created and distributed through several ways.

The marketing material directs participants to a survey where they can submit their naming suggestion. Attachment A is the flier, and Attachment B is the direct mailer that was sent to 164 residents (600 ft buffer around the park).

Public Outreach Included the Following:

- Postings on City website, Facebook, and Instagram
- In the OC Newsletter that reaches 12,000 residents
- The flier was sent to CIC and all neighborhood association chairs
- A letter was submitted to Oregon City News/Pamplin Media
- A direct mailer (postcard) was sent to 164 neighbors of the park (600ft. buffer)

Timeline and Important Dates:

- Sept 14, 2021, Survey went live
- Oct. 8, 2021, Survey closed
- Sept 20 – 24, 2021, Mailers sent
- Oct. 12, 2021, Committee met again to review naming suggestions
- Oct. 12, 2021, Committee chose final name
- Winter of 2021 Park Scheduled to be at substantial completion.

Response to public engagement:

- There were 52 names submitted. Of those, 27 suggestions were a variation of a Filbert Run, Hazelnut or Hazel Grove and 56.86% were from the Hazel Grove-Westling Farm Neighborhood.

The committee met on Oct. 12, 2021, to vet the suggestions. Firstly, the committee eliminated names that did not fall under the naming parameters which the group developed in a previous meeting. Based on the “Policy for Naming or Changing Names of Parks, Recreation/Cemetery Facilities” the committee set the following parameters: 1) geographical location, 2) prominent features, 3) familiarity to residents, 4) neighborhood specific, and 5) name in common use and recognizable.

After names that did not meet the parameters were eliminated the group discussion focused on the importance of incorporating the suggestions made around Filbert Run, Hazelnut and Hazel Grove, the predominate names gathered from the survey.

There was a strong committee consensus to name the newly developed park “Hazel Grove Park.” The committee felt it honored the neighborhood and their wishes.

RECOMMENDATION:

- The Park Naming Committee strongly suggests that the Parks and Recreation Advisory Committee recommend to the Commission to sign a resolution to name an Oregon City Parks and Recreation newly developed neighborhood park, located on the south side of Hazelnut Ave. between Vincent Dr. and Hazel Grove Dr. “Hazel Grove Park”.

City of Oregon City Parks & Recreation Advisory Committee (PRAC) 2021-2022 Goals

Last updated: 3/22/21

PRAC Goals	Notes	Measure of Success	Dates to Complete
#1 Review the 2008 Oregon City Parks Master Plan June 2021	RFP to hire consultant. Approx. 2 years to update	2008 Master Plan reviewed June 2021 - New Master Plan complete approx. 2023	June 2021
#2 Working jointly with Staff and City Commission members, review the deferred maintenance and park infrastructure needs quarterly beginning May 2021 with the goal to help identify amount of dollars needed, funding options and prioritized list based on most urgent need (safety, property integrity, etc.).	Hire Consultant May 2021 Funding Options June 2021	Reviewed deferred maintenance needs.	May 2021 August 2021 November 2021 February 2022
#3 Complete the cost recovery training. Review the cost recovery draft policy provided by the recreation director and provide feedback in preparation for submission to City Commission. (April 22, 2021) and then to continue to review Annual Cost Recovery Report as provided by Recreation Manager.		- Reviewed draft policy April 2021 - Reviewed Annual Cost Recovery 2022	April 22, 2021 July 2022
#4 Appoint a sub-committee to complete the naming process for Filbert Run site by October 2021	City looking at process. Jul 21 groundbreaking Oct 21 completion. Kendall and Shawn are working together on naming process.	Subcommittee is appointed.	October 2021
#5 By August 2021, form a subcommittee of both PRAC and community members that will gather data to report and evaluate the	Data available from multiple sources. Subcommittee to work with city to compile and decide	Subcommittee Formed	August 2021

interest and the potential need for more off leash dog areas in Oregon City Parks.	on direction. Jeff Sargent to head up subcommittee.		
#6 Review the goals and initiatives of both PRAC & the city of Oregon City Commission, (Boards and Committees) every 2 months so we may be effective and collaborative in pursuing the goals of the City as they relate to the goals and objectives of PRAC, starting with the May 2021 PRAC meeting.	City Commission - May Other committees as available.	Goals reviewed	May 2021 July 2021 Sept 2021 Nov 2021 Jan 2022 Mar 2022
#7 Provide history of background of Clackamette Park and Waterfront Master Plan to PRAC and new PRAC members by June 2021. .	City to provide background June 2021 from previous presentation. Updated to include marine board information late 2021.	Subcommittee formed	Background June 2021



Administrative Assistant Biography

Hello, my name is Justin More, and I am the new Administrative Assistant with Oregon City Parks and Recreation. I am excited to be here and can't wait to get the ball rolling! A little bit about me. I grew up in Northwest Montana and moved to Corvallis, Oregon in April 2008. I am an avid sports fan and love to watch and play sports such as basketball, football, golf, and bowling. I studied Speech Communication at Oregon State University (Go Beavs!). Throughout my high school and college careers, I was employed with Corvallis Parks and Recreation where I was a Program Assistant for about 8 years. As Program Assistant, I oversaw the facilitation and supervision of both youth and adult sports leagues while being a Program Assistant for the day camps during the summer. In September 2020, I moved to Clackamas, Oregon where I began as an Administrative Assistant with MENTOR Oregon, which has since transitioned to UCP Mentors. At UCP Mentors, we specialized in providing disability services for adults in Multnomah and Clackamas counties. I am excited to be a part of the team and look forward to meeting each of you as we begin to cross paths.

